NAVOSH AND ENVIRONMENTAL (NEP) PRE-INSPECTION BRIEF PACKAGE FOR SURFACE SHIPS

This pre-inspection brief package used in conjunction with checklists for the Medical (MD), Environmental Protection (EP), Occupational Health (OH), and Ventilation (VT) areas will help your ship prepare for their upcoming INSURV inspection. The checklists can be downloaded from the INSURV internet website at the following URL:

http://www.spawar.navy.mil/fleet/insurv/htmlinstr/OH-EP-MD%20Checklists-Surface.htm

This package contains:

- Enclosure 1: Medical and Dental
- Enclosure 2: Environmental Protection
- Enclosure 3: Occupational Safety and Health
- Enclosure 4: Ventilation

Enclosure 1 and the MD checklist should be given to the Medical Department Representative (MDR).

Enclosure 2 and the EP checklist should be given to the Afloat Environmental Protection Coordinator. It should also be reviewed by the different departments aboard that own/operate Sewage Systems, Oil Pollution Abatement equipment, Solid Waste equipment (pulpers, plastic/glass shredders, compressed melt units), and Pollution Prevention (P2) equipment (paint dispensers, parts washers).

Enclosure 3 and the OH checklist should be given to the Safety Officer. It should also be shared with the MDR who has responsibility for several of the NAVOSH programs (heat stress, hearing conservation, etc.) and the Supply Officer who runs the HAZMAT program.

Enclosure 4 and the VT checklist should be given to shipboard personnel responsible for fan rooms, airflow alarms, and the 3M coordinator so that the required lists of fan rooms, airflow alarms, and sanitary/occupational health space locations can be furnished to INSURV ventilation inspectors prior to their arrival.

Any questions should be directed to the NEP Department by using the contact numbers on the INSURV website.

Enclosure 1: MEDICAL AND DENTAL

1. Definition. The medical inspection includes medical and dental material condition and potable water systems.

2. Inspection Criteria.

a. Check medical/dental equipment and spaces are in adequate material condition to provide care to the crew and others that may be embarked in the ship.

b. Check water purification systems (chlorine/bromine) adequacy to supply the level of halogen required by NAVMED P-5010, Chapter 6 and NSTM 533.

c. Check sanitation of potable water hoses, hose lockers, and distribution system.

d. Check installation workmanship and accessibility.

e. Check for items that may present a clear and immediate danger to personnel or equipment.

3. Preparation.

a. Provide the medical inspector(s) upon arrival the following items:

(1) Certification of bacteriological testing of potable water tanks and system (Acceptance Trials only).

(2) Potable water and ice machine testing log (Final Contract Trials, Material Inspections and Surveys).

(3) Certification of bacteriological testing of ice samples from each ice machine (Acceptance Trials, Contract Trials).

(4) JSNs of all current Medical/Dental work requests in the CSMP.

(5) List of spaces where first aid boxes, portable medical lockers, and stretchers/litters are located.

(6) List of spaces where potable water tank sounding tubes and potable water tank vents are located.

b. Be prepared to demonstrate all functions and capabilities of installed equipment.

c. Be prepared to operate all emergency potable water tanks, and open tanks for inspection if required by the inspector.

Enclosure 2: ENVIRONMENTAL PROTECTION

1. Definition. The INSURV environmental protection inspector(s) are responsible for inspecting compliance with the Navy's environmental protection program. This includes not only equipment, but training and procedures that preclude contamination of air and navigable waters due to oil, sewage, gray water drains, ozone depleting substances, solid waste, incineration, and noise pollution.

2. Inspection Criteria.

a. Check the operation and arrangement of all pollution control equipment to ensure full compliance with the requirements of applicable references, and to ensure installed equipment can operate to designed capability and may be adequately maintained by assigned crews.

b. Check installation workmanship and accessibility.

c. Check for items that may present a clear and immediate danger to personnel or equipment.

d. Check performance of all pollution control equipment using PMS, NSTMs, system drawings, and operating procedures.

e. Inventory the oil and CHT spill response and clean-up kits.

f. Review documentation of sewage system, solid waste processing, and oil pollution abatement (OPA) equipment certifications.

g. Review the ship's training and procedures that support the environmental protection program. This includes oil and hazardous substance spill response plans, procedures, training, and qualifications.

3. Preparation.

a. Prepare to demonstrate all functions and capabilities of installed equipment's automatic operation, level sensors, alarms, and valve operation (local and remote).

b. Ensure all protective clothing and required sanitation gear is available for inspection and use.

c. Ensure sewage system is leak-free throughout. If a particular leak cannot be corrected, ensure adequate sanitation practices are enforced.

d. Prepare to demonstrate the solid waste processing equipment, including plastic waste processors, shredders, pulpers, and incinerators.

e. Ensure oil spill and CHT response and containment kits are complete with all AEL items.

f. Ensure the sewage system plant operating guide accurately corresponds to the actual installation.

g. Ensure that H2S alarms are functioning and that ample calibration gas is available to test H2S sensors. Ensure that calibration gas has not expired.

h. Prepare to provide training plan/documentation for annual environmental awareness training required by the Navy's environmental protection program.

i. Prepare to provide ship's documentation that supports the Navy's environmental protection program.

j. Prepare to demonstrate any Pollution Prevention (P2) equipment, such as paint dispensers, parts washers, or similar equipment.

k. Environmental Protection Council minutes. Personnel on council should be designated in the ship’s collateral duty list.

l. PQS records/training records/EPA certification documents for all personnel qualified in:

- Afloat Environmental Protection Coord. (AEPC) PQS 43528
- Oil Spill Response Scene Leader
- Ozone Depleting Substance (ODS) Maintenance Personnel
- CHT equipment operation
- OPA equipment operation
- Solid Waste equipment operation
- Medical Waste handling

Note: It is highly recommended that the AEPC collect all administrative records (certifications, training records, PQS records, spill plans, council minutes, etc.) and locate them in one area prior to the start of the inspection for easy review.

Enclosure 3: OCCUPATIONAL SAFETY AND HEALTH

1. General. The INSURV occupational safety and health inspector(s) are responsible for inspecting compliance with the Navy Occupational Safety and Health (NAVOSH) program. This includes equipment, training and procedures required for implementation and management of the Navy Occupational Safety and Health (NAVOSH) program.

2. Inspection.

a. The NAVOSH oversight inspection will include, but may not be limited to:

(1) A walkthrough of all spaces focusing on Occupational safety and Health conditions. Be prepared to escort inspector(s) around to the different locations to ensure that spaces are accessible.

(2) Inspection of hazardous noise data and heat stress surveys of appropriate spaces.

(3) Inventory of Hazardous Material spill kits.

(4) Review of Gas Free Engineering and inventory of Gas Free Engineering equipment and detector tubes.

(5) Review of Tag Out and Electrical Safety programs.

(6) Examine the occupational health medical surveillance program within the command.

(7) Review of all NAVOSH programs and training.

3. Preparation. The ship shall provide the following items to the INSURV NAVOSH inspector(s) upon arrival:

a. A copy of the ship's Baseline Industrial Hygiene Survey and any follow-on survey reports.

b. A list of all personnel in occupational health medical surveillance for Hearing, Asbestos, sight, CHT, etc.

c. Copy of the ship's CSMP, option "D" (block 15 "Safety") printout that was reviewed by the safety officer.

d. A list from the command Hazard Abatement Plan that identifies occupational safety and health matters requiring special attention and/or assistance for resolution. The ship should note those items that are suspected of being design related. Also, the ship should provide any known references relative to contradictory matters as well as those matters that were not within ship's force capability to correct.

e. File of Mishap reports for the last five years. If the Web-Enabled Safety System (WESS) is being used Mishap reports will be reviewed using that system.

f. File of Accident and Injury reports (Safety Officer's copies) for the last five years. This will be compared to the SAMS medical sick call log. If the Web-Enabled Safety System (WESS) is being used the Log of Work-Related Injuries and Illnesses will be reviewed.

g. A copy of the applicable asbestos control plan.

h. Lead control plan, if required by the Industrial Hygiene Survey.

i. Hazard reports for the past year, zone inspection results (ZIDLs/Division in Spotlight) annotated with corrected items or status, or log of safety hazards tracked to correction.

j. Safety Council minutes and mishap statistics.

k. Safety Committee minutes.

l. Training plan for I-Division showing NAVOSH required safety topics are conducted. Annual required NAVOSH training (such as electrical safety) will be reviewed based on how the ship documents this training (training plan, listing, schedule, or muster sheets, etc.). Traffic Safety and Off-Duty Safety training will also be reviewed.

m. PQS records/training records for all personnel qualified in:

Safety Programs Afloat PQS (43460-4A/4B):
- Watchstation 301 – Safety Petty Officer
- Watchstation 302 - Electrical Tool Issue Petty Officer
- Watchstation 303 – Heat Stress Monitor
- Watchstation 304 – Electrical Safety Officer

HMC&M Technician (SNEC 9595)

n. Collateral duty list designating at least the Safety Officer, HM Coordinator & HM Supervisor, Traffic Safety Coordinator, RAHS Coordinator, Safety Petty Officers, members of Safety Council and Committee, Respiratory Protection Manager, LSSO, GFE, and Electrical Officer (as applicable).

o. A space listing that identifies the location of in-use flammable lockers.

p. A space listing that identifies the location of all hazardous material storerooms.

q. A space listing that identifies the location of all bromine cartridge storage lockers and calcium hypochlorite storage lockers.

r. A space listing that identifies the location of all portable and plumbed eyewash stations.

s. A space listing that identifies the location of all access trunks that have installed safety nets.

t. A space listing that identifies the location of all dry bulb thermometers (used in heat stress program) and all automated heat stress system (AHSS) sensors (if installed).

Note: It is highly recommended that the Safety Officer collect all administrative records (CSMP Option D; IH survey; mishap reports; accident and injury reports; hazard reports; training records; PQS records; safety committee/safety council minutes; collateral duty list; lists of flammable cabinets, HM storage rooms, bromine/calcium hypochlorite lockers, eyewash stations, safety net trunks, and heat stress thermometers/AHSS sensors; etc.) and locate them in one area prior to the start of the inspection for easy review.

Enclosure 4: VENTILATION

1. Definition. The ventilation inspection includes material condition of fan rooms and air flow alarms; design air flow will also be measured in sanitary spaces (heads, showers, and water closets) and occupational health spaces (HM storerooms/issue rooms, battery charging areas, oil lab, JP-5 pump rooms, CHT pump rooms, welding shops, etc.).

2. Inspection Criteria.

a. Check fan rooms are in good material condition and are not used for unauthorized storage.

b. Inspect air flow alarms for proper operation and correct alarm set point.

c. Check for proper ventilation rates in sanitary spaces.

d. Check for proper ventilation rates in occupational health spaces.

3. Preparation.

a. The ship should provide the following items to the ventilation inspector(s) **before** arrival:

(1) A space listing that identifies the location of all fan rooms.

(2) A space listing (such as an EGL) that identifies the location of all installed air flow alarms and their associated sensors.

(3) A space listing that identifies the location of all occupational health spaces (HM storerooms/issue rooms, battery charging areas, oil lab, JP-5 pump rooms, CHT pump rooms, welding shops, etc.).

(4). A space listing that identifies the location of all heads, showers, and water closets.

b. Be prepared to escort ventilation inspectors around to the different locations (fan rooms, sanitary spaces, occupational health spaces, and air flow alarms) to ensure that spaces are accessible.

c. Be prepared to provide a knowledgeable IC Man to demonstrate the air flow alarms.